



UTILITIES COMMITTEE AGENDA

December 6, 2005

7:00 p.m./Trinity City Hall

Welcome

1. Welcome
2. Review and approve minutes of August 2, 2005 regular meeting (Kelly Grooms)

Unfinished Business

3. None

New Business

4. Recommendation for “outside” (the city limits) sewer rate (Ann Bailie)
5. Recommendation for adoption of Wet Detention Pond Operations and Maintenance Manual (Ann)
6. Street Lights (Ann)
 - (a) Lighting at I-85 interchanges
 - (b) Request for City to assume ownership of private street light.
7. Multi-family Metering Policy (Recommendation to City Council) (Ann/Randy McNeill)

Additional Business

8. Business from committee members
9. Business from City Manager
10. Adjournment



**Trinity Utilities Committee
Tuesday, December 06, 2005
7:00 P.M.**

The Utilities Committee held its regularly scheduled meeting on Tuesday, December 06, 2005 at 7:00 pm at Trinity City Hall for the purpose of discussion, review and action for items listed on their Agenda.

MEMBERS PRESENT: Committee Members Lloyd Brown, Mickey Callahan, Jay Morrow, Mike Robertson, Tommy Johnson and Bobby Campbell (arrived at 7:23p.m..)

MEMBERS ABSENT: Chairman Kelly Grooms and Raymond Hill.

COUNCIL LIAISONS PRESENT: Barry Lambeth.

OTHERS PRESENT: City Manager, Ann Bailie; City Clerk, Debbie Hinson; City Planning/Zoning and Code Enforcement Administrator, Adam Stumb; and City Engineer, Randy McNeill, Davis-Martin-Powell and Associates.

ITEM 1. Welcome

Vice Chairman Brown called the December 06, 2005 Utilities Committee Meeting to order at 7:00 pm and welcomed everyone in attendance.

ITEM 2. Review and approve minutes of August 2, 2005 regular meeting (Lloyd Brown, Vice Chair)

Vice Chairman Brown called for any corrections, deletions, or additions to the August 02, 2005 minutes.

Hearing none, Vice Chairman Brown called for a motion to approve the minutes.

Committee Member Robertson made a motion to approve the August 02, 2005 minutes of the Utilities Committee as written. Committee Member Johnson seconded the motion. The motion and second were approved unanimously by all Committee Members present.

ITEM 3. Unfinished Business

None

New Business

ITEM 4. Recommendation for “outside” (the city limits) sewer rate (Ann Bailie)

After Vice Chairman Brown opened this item, Manager Bailie discussed with members their desire to consider establishment of an outside sewer rate. Manager Bailie and members discussed the information provided to members from the League of Municipalities and how the information reflected that most local governments impose from 200% to 300% increase above inside user rates to customers that are outside municipality's corporate limits. Manager Bailie, Mr. McNeill, and members discussed the difference in taxes paid by inside residents as compared to residents living outside the city limits, how establishing a higher rate to outside residents could encourage annexation and how in most cases the developer requesting the service assumes the debt responsibility of installing the infrastructure. Also discussed was how waste flow from outside users was applied to the total waste treatment capacity allowed to the city thus taking away from capacity use for residents and businesses located inside the corporate limits.

Manager Bailie and members discussed the requirement of the USDA – Rural Development (funding agency for Phase 2 and Phase 3) and the fact that they require that rates be set high enough to ensure eventual self-sufficiency of the system and have suggested \$40.00 per month for the average billing. Trinity’s current rates are \$37.50 for the average user with 5,000 gallons being established as the average billing usage.

After further discussion among members concerning their feelings on establishing an outside “sewer” rate, ***Member Callahan made a motion to recommend to Council that the city charge and outside sewer rate of 200%, seconded by member Morrow and approved unanimously by all Committee members present.***

Increase in Capacity Fees

Manager Bailie discussed the possibility of raising the capacity fees. She discussed responses she received to this question concerning inside rates and outside rates for capacity fees. With no action the capacity fees would stay the same as they currently are reflected on the schedule for inside users. Mr. McNeill discussed how this increase could generate a small amount of revenue in lieu for the capacity lost in the treatment plant. Member Brown discussed how each time someone outside the city limit is allowed to utilize the sewer it diminished the capacity inside the City of Trinity and his feelings on an increase to outside customers in the amount of 200%. He felt this would be reasonable. Members asked if customers would be required to tap into the sewer if it was available and would each resident be charged if this were a small development. Mr. McNeill and Manager Bailie advised members that hooking onto the sewer lines would be required if the service were available and that each person would be charged a capacity fee at the time as the houses were permitted. Manager Bailie advised members that the city required the capacity fee be paid when the zoning permit was issued.

After further discussion, ***Member Johnson made a motion to charge 200% for capacity fees (1 time fee) to outside users, seconded by member Callahan and approved unanimously by all members present.***

ITEM 5. Recommendation for Adoption of Wet Detention Pond Operations and Maintenance Manual (Ann)

Vice Chairman Brown opened this item and called for Manager Bailie to discuss and brief members on this item.

Manager Bailie discussed prior conversations at earlier meetings concerning the city’s lack of interest in accepting responsibility for these types of ponds at this time. The developer is aware that he needs to provide maintenance for these retention ponds. Responsibility for One (1) of these ponds will be assumed by the Homeowners Association. The larger of these two (2) ponds will probably be owned and maintained by the persons or corporations that purchases and develops multifamily development on Trinity’s side of this development. The commercial areas of Trinity and Thomasville as well as approximately 10 homes from the single-family residential area will drain into the larger pond. The developer is going to create some kind of agreement between these three (3) entities to be responsible for this pond.

The Draft that you see is actually taken from Guilford County’s Operation Maintenance and Manual. Our engineers acquired and tweaked it and are recommending adoption of this as a policy at this point. This draft has also been shared with the developer.

Vice-Chairman Brown asked who would actually sign off and be responsible for the maintenance procedures for these ponds. Manager Bailie advised members if someone were to sign the agreement at this point it would be the developer, however, ultimately it will probably worked into the bi-laws of the Homeowners Association and into the bi-laws of the property owners association for the second pond. There will be two (2) agreements between the city and the developer for the operation and maintenance of the two (2) ponds.

Vice-Chairman Brown discussed the agreement with Manager Bailie and the actual schedule shown on page 2 of the draft.

Manager Bailie and members discussed the reason for a policy of this sort. Manager Bailie advised members the reason the City of Trinity wanted something like this was to avoid future problems with these ponds. The logic is if they sign off and agree to this it is then their responsibility to maintain these ponds and this agreement spells out who is responsible and how they must maintain these ponds. As listed in item G page (5), the city will perform an annual inspection of these ponds.

The Homeowners and other owner’s dues will be set high enough to cover the maintenance of the ponds.

There was discussion between the city engineer Mr. McNeill, Manager Bailie, and members concerning the responsibility and language in the documents requiring that the city be provided reports on how the ponds are maintained. Mr. McNeill suggested that the city require such reports from the owners who would be assuming the maintenance of these ponds. There was further discussion concerning sediment removal, cat tails and

vegetation growth, mowing requirements, and the importance of maintaining the ponds in such a manner that the ponds could not be deemed wetlands it was the consensus of the members to modify this agreement to include quarterly reports with a check list of items that would be specified by the City of Trinity. This would help complete the check and verification (paper trail).

After further discussion, Vice Chairman Brown asked Manager Bailie if she or members would like to make any further modifications to the draft prior to a motion.

Manager Bailie stated that if members were comfortable with what was presented the Committee could make a motion to recommend approval of the Manual with the addition of including requirements for quarterly reports and an emphasis on the annual inspection. I could incorporate these modifications into the draft prior to submitting the draft to Council.

With no further discussion, Utility member Robertson made a motion to recommend adoption of the proposed draft with changes recommended by Manager Bailie to include quarterly reports and an emphasis on annual inspections, seconded by member Morrow and approved unanimously by all Committee members present.

ITEM 6. Street Lights (Ann)
(a) Lighting at I-85 Interchanges
(b) Request for City to Assume Ownership of Private Street Light.

Vice-Chairman Brown opened this item and asked Manager Bailie to brief members with information on these items.

Lighting at I-85 Interchanges

Manager Bailie advised members that she had talked with Duke for the status on Ronniedale and Fairview Church Projects. I was informed that the engineering work has not been completed and has been delayed for a number of reasons. Duke Power hopes to get some additional work around the first of the year, however I was unable to get a start date for these projects and do not know when this will be started.

The other request that we made was for additional lighting on the exit and entrance ramps at Interstate 85 and Hopewell Church Road. After discussions with Duke Power as well as discussions of the board it has been determined that this is beyond our capabilities. We thought that increasing the lighting at the interchanges of Hopewell Church and Finch Farm roads at I-85 would be a good alternative. We have talked about members of this board going to these locations and taking a look to see if this is how the city may want to proceed.

Vice-Chairman Brown discussed with Manager Bailie and members the fact that power was located on only one side of the street resulting in the location of power poles on one (1) side of the street. Each pole on the street already has a light on it. There is nowhere to add lighting unless they set posts and run power at these locations. He stated he felt the real issue lies with the painting on the pavement and this was the problem with seeing the entrance and exit ramps. This is what I have seen or found.

There was a brief discussion on Powell Bill funds and if they could be used to pay for marking the streets. Manager Bailie advised members that in order for the city to assume the responsibility for this she believed that the streets must be city streets and maintained by the city. Mr. McNeill discussed asking the Department of Transportation for assistance with this. They look at safety issues in regards to relining the pavement.

Member Callahan discussed his feelings and stated he felt additional lighting was needed. This will help travelers from out of town who are not familiar with our area be able to see the locations of these entrance and exit ramps.

Mr. McNeill discussed the possibility of getting NC Department of Transportation to improve the ramps as Finch Farm Road due to the development of the Unilin Corporation and the traffic generated due to this industry.

Manager Bailie advised members that she would call the Department of Transportation and discuss the possibility of getting assistance for remarking the streets at these locations. She also advised members that she would check on a statute that she believed had been passed that would allow cities to pay dollars to the Department of Transportation in an effort to speed up the project. This may or may not be something the City

would like to do. Manager Bailie also stated that she would investigate to see if city Powell Bill dollars could be spent for marking state roads.

Member Callahan stated he felt the lighting needed to be improved at these locations. These intersections are both relatively wide with the potential of increased traffic. Because of this I believe it would be better to try to pursue lighting on the other side of the road if power can be made available. Member Campbell asked if the arm on the existing lights could be extended that would project more lighting.

Mr. McNeill advised members that Duke Power was currently doing an analysis for the Lumina pattern for street lights.

Vice-Chairman Brown discussed the Street Lighting Policy adopted by the City in 2001 (attachment to minutes) provided by Manager Bailie. The objective listed in this Street Lighting Policy is to provide lighting on all city streets. Members discussed the intensity and spacing of lighting as described on page 2 of the Policy.

After a brief discussion concerning the standards set for lighting in this policy as well as the need for improved street markings, Mr. McNeill suggested that the city ask Duke Power for their current lighting plan they have for these intersections. This would give us where the lights are currently located and what their intensity is. This would confirm that they are following this policy.

Manager Bailie advised members that she would find out about street markings before the next meeting and make contact with Duke about the possibility of adding more lighting at these locations. I will try to have a Duke Power representative attend our next meeting to discuss options that are available.

Mr. McNeill and members discussed the possibility of seeing the lighting policy before lighting is installed by Duke Power. There was also discussion concerning the hazards of these intersections.

It was the consensus of the members to table this item at this time to allow additional information to be compiled prior to the next meeting.

Request for City to Assume Ownership of Private Street Light

Vice Chairman Brown opened this item and referenced discussion at a prior meeting concerning this item. It was the consensus of the members at that time that to assume the ownership of this street light may be seen as setting a precedent.

Manager Bailie advised members that Mr. Bean had attended the meeting tonight to answer any questions that members may have.

Mr. Bean addressed Committee members and advised them that there were five (5) owners on the end of the street that pooled their monies together to pay the utility bill for this street light. The other five (5) owners on the other end of the street do not contribute to the cost of this light. We would like to request that the city assume responsibility for this street light.

Manager Bailie advised members that she had spoken with a Duke Power representative concerning this situation. They advised me that they will not put a street light in facing the street upon residential request. Since Trinity is now a city, they will only do this if the city requests that it be done. This particular light is facing the street and Mr. Bean advised me it has been there approximately twenty (20) years.

Ms. Patterson with Duke Power has advised me if the city would like to assume ownership of this street light, they would go out to this location and replace the existing light with one that conforms to our policy since the existing light does not.

This item has been brought to you for recommendation to the Council at which point the City Council will make a final determination concerning this request.

Member Campbell stated he felt to recommend approval of this would be setting a precedent for the city.

After further discussion between members concerning the city's future plans for assuming responsibility for street lighting verses assuming responsibility for this street light only it was the consensus of the members to assume responsibility of this street light could be seen as setting precedent at this time.

Vice- Chairman Brown called for a motion concerning this item.

Member Callahan made a motion to leave the responsibility as it is and that the city maintain responsibility as the area is incorporated into the Street Lighting Policy, seconded by member Campbell and approved 5 to 1 with member Morrow voting Nay.

ITEM 7. Multi-family Metering Policy (Recommendation to City Council) (Ann/Randy McNeill)

After opening this item, Vice-Chairman Brown turned discussion over to Manager Bailie and city engineer, Randy McNeill.

Manager Bailie advised members this policy would affirm the City of Trinity's commitment to Davidson Water Metering Policy. It essentially requires individual meters for each resident. It clarifies direction to the staff when and if we are approached to allow two (2) units on one (1) meter. This will give us a policy to follow and will prohibit this if adopted. The language for the proposed amendment to Trinity's Sewer Use Ordinance would read as follows: ***Multi-family metering requirements shall be identical to those established by Davidson Water, Inc. until such time as the City assumes responsibility for water metering. Davidson Water, Inc. requires individual meters for each residence.***

Mr. McNeill advised members that Davidson Water preferred this policy because it will eliminate problems that could be incurred if single meters were not required.

There was a brief discussion concerning how this worked for apartment complexes. Mr. McNeill and members discussed how the revenue benefits could be recognized as well as the ability to isolate a water leak to one individual rather than causing a loss of water to all residents.

With no further discussion, member Callahan made a motion to adopt the policy as written to conform with Davidson Water requirements as read by Manager Bailie, seconded by member Campbell and approved unanimously by all members present.

(Amend the Sewer Use Ordinance by adding Section 4.14(c): Multi-family metering requirements shall be identical to those established by Davidson Water, Inc. until such time as the City assumes responsibility for water metering. Davidson Water, Inc. requires individual meters for each residence.

Additional Business

ITEM 8. Business from Committee Members

Committee Member Campbell discussed the potential hazard from the location of the stop sign on the cut through Turnpike Road. He discussed a near miss of an accident where someone ran the stop sign and entered into Highway 62 almost striking him. He asked if the stop sign could be located closer to Highway 62 in an effort to prevent future accidents.

Committee Member Johnson and city engineer Randy McNeill discussed the water lines being laid by Davidson Water along NC Highway 62. Mr. McNeill advised members that Davidson Water had the section they were currently installing permitted up to Finch Farm Road. They are in the process of getting the section from Finch Farm Road toward City Hall permitted.

Members and Mr. McNeill discussed the possibility of additional hydrants being installed when the lines were installed. Manager Bailie advised members that she had discussed this earlier with Mr. Stabler and at that time Mr. Stabler indicated that it would not be feasible to place hydrants at this time. She advised members that she would talk with Mr. Stabler again regarding this issue. Mr. McNeill advised members that Davidson Water was using this line as a transmission main line (used to get water from place to place) and not a distribution line. The fewer connections, taps, and fire hydrants on the line, the less likely the lines are to be damaged and taken out of service. Water systems like to minimize connections on a transmission main line so the water will keep flowing. They would rather have a hydrant on an 8" line located beside it.

Manager Bailie advised members that she would check with Mr. Stabler with Davidson Water concerning the possibility of adding some hydrants in locations where needed.

ITEM 9. Business from City Manager

None

City Engineer Updates

Thomasville Treatment Plant

Mr. McNeill advised members that Thomasville had awarded the treatment plant. Trinity will receive figures and data concerning the costs of this project.

Colonial Heights Project

Construction is still moving slow on this project due to rock excavation.

There is a lot of design work going on for other projects and everything is progressing. Manager Bailie and Mr. McNeill advised members that overall the city was 4 years ahead of the financial plan. Mr. McNeill stated that the city had reached the point that they needed to continue at the same speed and to get some bids on some items. The market has changed drastically since the hurricanes and some quotes are not honored more than 1 day.

ITEM 10. Adjournment

With no other business to discuss, Vice-Chairman Brown called for a motion to adjourn.

Committee member Robertson made a motion to adjourn seconded by Committee member Robertson and approved unanimously by all Committee members present.